

FQS Document Change Recommendation Process and Timeline

1 Forward

With the Reservist Program Managers (RPMs), National Working Group (NWG), and Executive Oversight Committee (EOC) now in place, critical levels of review are necessary for the transition and growth of the FEMA Qualification System (FQS) to occur. FEMA's Disaster Workforce Transformation and FQS make it critical that accurate and updated FQS requirements be captured to ensure FEMA FQS employees get the most current Position Taskbooks (PTBs), Position Qualification sheets, and Career Progression Flowcharts.

There is necessity for the systems that documents the deployment, qualifications, and accomplishments of the employees and supports FQS to be current and accurate and that can only occur if the supporting documentation is current and accurate.

The PTBs, Position Qualification Sheets, Career Progression Flowcharts, and other supporting guidance, will be reviewed, revised, and updated annually during the first two years following FQS implementation and every three years thereafter.

2 Introduction

As part of FEMA's Disaster Workforce Transformation efforts and support of the Incident Management/Incident Support FEMA Qualification System, the Incident Workforce Management Division (IWMD) is obligated with the task of managing FQS documents and change recommendations from FEMA Programs, Emergency Management Institute (EMI), Incident Qualification and Certification System (IQCS), and Automated Deployment Database (ADD).

To further standardize the process to manage recommended changes to FQS documents, RPMs, EMI Course Managers, IQCS, and IWMD will need to coordinate to "right-size" position job titles and specialties, identify FQS required training that leads to certification or qualification in the position, ensure training supports position tasks, and reformat the Career Progression Flowcharts as necessary or appropriate.

To accomplish this coordination, the [FQS Change Recommendation Worksheet](#) (link listed below) is the tool to collect the data. Deadline for change recommendation consideration is July 1 of the review year/period.

3 FQS Document Change Requirements

The following factors must exist before FQS changes will be considered

1. The FQS Position Title (additional position title) must be essential to the FEMA Incident Management/Incident Support and approved by the NWG and EOC

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2. Tasks are essential to the FQS Position Title and demonstrate FQS General Competencies for qualification
3. “Required” training courses are essential to the FQS Position Title and support the tasks listed in PTBs (addition to Qualsheet)
4. Consolidation of Position Titles, where possible, is encouraged.

4 Roles and Responsibilities

4.1 Incident Workforce Management Division (IWMD)

1. Collect and collate all change recommendations from FEMA personnel, IWMD EMI and Course Managers, Programs, ADD and IQCS.
2. Submit change recommendations to appropriate Programs, EMI and IWMD for initial review.
3. Submit NWG recommendations to Executive Oversight Committee for discussion, approval/disapproval and cross Program concerns
4. Receive approved changes and update all appropriate FQS documents
5. Socialize approved recommended changes to all Programs, IQCS, EMI, ADD and IWMD
6. Post approved recommended changes on IWMD Webpage in the form of updated FQS documents (i.e. PTBs, Qualsheets, Flowcharts).
7. Submit IWMD recommended changes on FQS Change Recommendation Worksheet before or by July 1 of the review year/period.

4.2 Programs and Reservist Program Managers

1. Right size Position Job Titles by assessing needs in the Incident Manage/Incident Support Position Job Titles. (In the event redundancy or necessity indicates, consolidation or elimination of Position Titles is encouraged)
2. Identify/Verify course curriculum to support tasks and position duties identified in PTBs that would lead to qualification and or certification.
3. Consolidate course curriculum into “Academy” style coursework as needed.
4. Submit Program change recommendations (through the appropriate certifying official) to the NWG for discussion, approval/disapproval and cross Program concerns
5. Submit Program recommended changes on FQS Change Recommendation Worksheet before or by July 1 of the review year/period.

4.3 Emergency Management Institute (EMI) and Course Managers

1. Manage course curriculum to support tasks and position duties identified in PTBs that lead to qualification and or certification. (“Academy” style coursework)
2. Submit EMI recommended changes on FQS Change Recommendation Worksheet before or by July 1 of the review year/period.

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4.4 Incident Qualification and Certification System (IQCS)

1. Update IQCS database with FQS approved changes by October 1 in review years.
2. Coordinate ADD FQS data updates
3. Submit IQCS recommended changes on FQS Change Recommendation Worksheet before or by July 1 of the review year/period.

5 The FQS Change Recommendation Process and Timeline

1. EOC directs and approves all aspects of FQS program development, review and revision, but can delegate minor changes to the NWG. (Base Guide 5.1 FEMA Executive Oversight Committee)
2. Recommended changes must be submitted on the FQS Recommended Change Worksheet by July 1 of the review year/period. IWMD will collect and collate FQS Change recommendations from the FQS National Working Group, EOC, FEMA personnel, IWMD, EMI and Course Managers, Programs, ADD, IQCS and advisors to the FQS NWG throughout the review period. Contractor will provide contract support to IWMD to revise the PTBs, Position Qualification Sheets, and Career Progression Flowcharts for implementation on Oct. 1 of the review year/period.

See FQS Recommended Change Worksheet link below

<https://www.surveymonkey.com/s/FQSChangeRecommendationsWorksheet>

3. IWMD will forward collected recommendations to Programs for initial review for their presentation to NWG (Base Guide 5.5.3 Reservist Program Manager) by July 8, of the review year/period.
4. Change recommendations to PTBs, Qualsheets, Career Progression Flowcharts and FQS Guidance are presented to NWG by RPM through the appropriate Certifying Officials (CO) for review/approval/disapproval (Base Guide 5.5.3 Reservist Program Manager) by July 15, of the review year/period
5. The NWG sends approved recommendations back to IWMD FQS Implementation Unit by July 23 of the review year/period for implementation or sends recommendations forward to the NWG Chair on or near July 23 of the review year/period. Included are recommending course equivalencies to the required courses on Qualsheets to EOC. (Base Guide 5.2.3 Responsibilities of the FQS NWG)

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6. NWG Chair (FQS Unit Chief) presents NWG Change Recommendations to EOC for review/approval/disapproval and cross Program concerns by July 30 of the review year/period. (Base Guide 5.2.1 FQS NWG Chair)
7. IWMD FQS Implementation Unit will forward final results of the review/approval/disapproval from the NWG and EOC to ADD, IQCS, EMI, IWMD and the Response Doctrine Office to update the documents and systems that support the FEMA Qualification System by Aug. 7 of the review year/period for implementation on Oct.1 of the review year/period.
8. By September 30 all updating and changes to Databases and FQS documents to be complete for Implementation on Oct 1 of the review year/period.

Link to FQS Change Recommendation Worksheet

<https://www.surveymonkey.com/s/FQSChangeRecommendationsWorksheet>